



# Tourist Information Bureau

## REGISTRATION INFORMATION

Annual Brochure / Website advertising

Our Independent Tourist Information Bureau has been operating since 1983. Advertising your business with the Information Bureau runs from January to December. The Hay-on-Wye Information Guide is produced in the autumn with printed copy available in the New Year.

### Advertising in the Annual **Brochure**:

- Brochures available to all visitors for FREE.
- UK Distribution of Brochures to Popular Tourist Destinations and other places of interest.
- Electronic download of Brochure (PDF).
- Brochures posted on request (world-wide).
- Display your printed leaflets in our racking space.

### Advertising on the **Website**:

- Website hyper-link.
- Website detail page with username and password access to your own admin area.
- Display events on the website (related to your business).

### Submitting your information

You may submit your own artwork for all sections of the brochure **except for the Accommodation section**.

Images should be supplied as high resolution JPG (to be printed at 300 dots per inch).

Please **DO NOT** send WORD or PUBLISHER Files.

Text and images can be emailed directly:  
haybrochure@gmail.com

### Brochure Pricing (One Year)

<b>1/5 Page</b> 93mm wide x 40mm tall	£130
<b>2/5 Page</b> 93mm wide x 80mm tall	£260
<b>3/5 Page</b> 93mm wide x 120mm tall	£390
<b>4/5 Page</b> 93mm wide x 160mm tall	£520
<b>Full Page</b> 93mm wide x 200mm tall	£650

Advertising in the Information Guide entitles you to advertise on the official Hay-on-Wye website for just **£60.00** per annum.

### Contact / Enquiries

Hay Tourist Information Bureau  
The Craft Centre  
Oxford Road  
Hay-on-Wye  
via Hereford  
HR3 5DG

**Tel. 01497 820144**  
**post@hay-on-wye.co.uk**

Official website:  
**www.hay-on-wye.co.uk**

# HAY TOURIST INFORMATION BUREAU. ANNUAL REGISTRATION FORM

## PLEASE PRINT CLEARLY IN BLOCK CAPITALS

### TYPE OF BUSINESS. Please TICK.

- Hotel       Self Catering       Guest House B&B       Galleries, Antiques, Craft & Shops   
 Farmhouse B&B       Camping / Caravans       Activities and Places of Interest       Bookshops   
 Food & Drink

### SIZE OF ADVERT. Please TICK.

- 1/5 Page       2/5 Page       3/5 Page       4/5 Page       5/5 Page

**Contact Name:** .....

**Name of Business:** .....

**Address:** .....

..... **Postcode** .....

**Telephone:** .....

**Website:** .....





**Email:** .....

**Home address** (if different from above): .....

<b>TARIFF</b>	<b>Bed &amp; Breakfast:</b> (price per person, per night)	Minimum: £ .....	Maximum: £ .....
	<b>Self Catering:</b> (price per week)	Minimum: £ .....	Maximum: £ .....
	<b>Camping &amp; Caravans:</b> (price per person, per night)	Minimum: £ .....	Maximum: £ .....

**Associations / Recommendations** (WTB, ETB, AA, RAC, etc.): .....






### FACILITIES LIST (Please tick all that apply)

Cot available	<input type="checkbox"/>	
TV in bedroom	<input type="checkbox"/>	
TV in lounge	<input type="checkbox"/>	
Tea / Coffee making facilities in room	<input type="checkbox"/>	
Evening Meal available	<input type="checkbox"/>	
Suitable for disabled	<input type="checkbox"/>	
Parking	<input type="checkbox"/>	
Garden	<input type="checkbox"/>	
Swimming Pool	<input type="checkbox"/>	
Pets allowed	<input type="checkbox"/>	
Internet Access	<input type="checkbox"/>	
Open all year	<input type="checkbox"/>	
Seasonal Opening	<input type="checkbox"/>	
Credit cards accepted	<input type="checkbox"/>	







### NUMBER OF ROOMS      Standard      En-suite

<b>Family</b> Rooms		
<b>Double</b> Rooms		
<b>Twin</b> Rooms		
<b>Single</b> Rooms		
<b>Total</b>		

### CAMPING AND CARAVANS

Parking next to pitch	<input type="checkbox"/>	
Restaurant on-site	<input type="checkbox"/>	
Children's Playground	<input type="checkbox"/>	
Toilet / Shower block	<input type="checkbox"/>	
Holiday caravans available for rent	<input type="checkbox"/>	

### SELF CATERING Please continue

Linen supplied	<input type="checkbox"/>	
Fuel included in cost	<input type="checkbox"/>	
Central Heating	<input type="checkbox"/>	
Open Fire	<input type="checkbox"/>	
Fridge / Freezer	<input type="checkbox"/>	
Washing / Drying Facilities	<input type="checkbox"/>	
Number of Bed Settees		
Maximum Sleeping Capacity		

**For those Submitting Pictures & Text in an electronic format:**

Please email your text and images (jpeg format) to: **haybrochure@gmail.com**

Please **DO NOT** submit printed images, as the quality will be lost in the scanning process.

Files cannot be accepted in Word or Publisher formats.

**I have emailed my image (or images) and text to: haybrochure@gmail.com**

**MAXIMUM NUMBER OF WORDS FOR EACH ADVERT**

*Note: Maximum words excludes title, address and telephone number.*

Word limits are approximately **20 WORDS** per fifth of a page advertisement, leaving enough space for the photograph (shown at approximately 25mm wide by 20mm tall (fifth page advert).

**Please tick your method of payment:**

- Direct Bank Transfer:**  
Hay-on-Wye New Brochure  
Bank: HSBC  
Account: 01370391  
Sort code: 40 - 23 - 24

Please use your business name as reference (e.g. Another House B&B) and omit spaces or abbreviate if necessary. Print a copy for your own records if required.

- By Cheque:**  
Please return this form plus your cheque for the appropriate amount to the address below.  
Please make cheques payable to: **Hay New Brochure**

**Hay Tourist Information Bureau,  
Chapel Cottage, Oxford Road, Hay-on-Wye, Hereford HR3 5DG**

If you have any queries or require help with this form please telephone the Information Bureau on **01497 820144** • email: post@hay-on-wye.co.uk

Please sign and date your form:

**Signature** ..... **Date** .....